

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	2.952
	STATE OF HAWAII	2.953
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Minimum Qualification Specifications
for the Classes:

INFORMATION SPECIALIST I, II, III AND IV

Basic Education/Experience Requirements

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had progressively responsible experience of the kind, quality and in the amounts shown below, or any equivalent combination of training and experience:

Class Title	General Experience (yrs)	Specialized Experience (yrs)	Total Experience (yrs)
INFO SPCLT I	0	0	0
INFO SPCLT II	1	0	1
INFO SPCLT III	2	*	2
INFO SPCLT IV	2	1	3

General Experience: Professional work experience in information research and dissemination or public relations work which involved analyzing and gathering pertinent information and writing materials for presentations, publications or news releases using accepted rules of standard English grammar, syntax, sentence structure, punctuation, etc.; selecting and utilizing various writing and other communication methods (e.g., brochures, radio announcements, newspaper articles) and styles to best reach target audiences; editing and analyzing materials; and establishing and maintaining effective relationships.

Specialized Experience: Professional work experience in organizing, planning and conducting a program to disseminate information about the activities and/or plans of an organization to the general public or to individuals especially affected by or interested in the organization's work. The experience must include dissemination of information through a variety of media on a continuous basis, i.e., television, radio, newspapers, publications, etc.

* For Information Specialist III, (Type 2) applicants must demonstrate possession of aptitude or potential ability to organize, plan and conduct a program to disseminate information.

Substitutions Allowed

1. A bachelor's degree from an accredited four (4) year college or university in Journalism may be substituted for six (6) months of the General Experience.
2. Excess Specialized Experience may be substituted for General Experience on a year-for-year basis.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests


Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes INFORMATION SPECIALIST I, II, III and IV, which were approved on February 1, 1997.

DATE APPROVED: 3/12/2012


for BARBARA A. KRIEG, Interim Director
Department of Human Resources Development